

SUPERVISOR, PARKING AND TRAFFIC MAINTENANCE

PURPOSE: To assist the Manager, Maintenance Operations in organizing and directing maintenance activities related to parking ramps and traffic operations.

FUNCTIONS: Under the direction of the Manager, Maintenance Operations:

1. Assist in planning, directing and evaluating maintenance operations for the City.
 - * A. Assist with formulation and implementation of policies and procedures related to parking fund and ramp and traffic maintenance.
 - * B. Assess current operations, procedures, problems, and needs.
 - * C. Formulate, recommend, implement and evaluate effectiveness of new or revised methods and plans to increase productivity, improve performance, and reduce costs.
 - * D. Assist in the establishment of long- and short-range goals and objectives within budgetary constraints.
 - * E. Participate in the development of, and monitor, assigned budgets; approve purchase of supplies, parts, equipment.
 - * F. Direct and supervise the maintenance of parking meters, street signage, and street marking.
 - * G. Direct and supervise the operation of parking ramp facilities, maintenance snow and ice removal and other road maintenance in assigned areas, and collection of money from meters and ramps.
 - * H. Investigate and respond to complaints from the public.
 - * I. Prepare and present reports as required.
 - * J. Investigate incidents and submit required reports.
 - * K. Perform related duties as required.
2. Supervise assigned staff.
 - * A. Prioritize, schedule and assign work.
 - * B. Effectively recommend the hire, transfer, promotion and suspension or discharge of subordinate personnel.
 - * C. Establish work standards, provide feedback and coaching, and conduct employee evaluations.
 - * D. Perform spot checks at work sites to ensure compliance with proper guidelines and procedures.
 - * E. Provide for the training of personnel in correct and safe work methods and procedures.
 - * F. Discipline assigned personnel as necessary.
 - * G. Effectively recommend adjustments or other actions in employee grievances.
 - * H. Delegate authority and responsibilities to others as necessary.
 - * I. Disseminate instructions and information to employees through oral and written instructions.

JOB REQUIREMENTS

Education & Experience Requirements

- ◆ A. A verifiable combination of education and experience which demonstrates proficiency in the knowledge, skills and abilities listed below, including at least two year's of experience operating heavy trucks and equipment.
- ◆ B. Verifiable, satisfactory experience in a position of similar complexity and level of responsibility.

License Requirements

- ◆ A. Possession of a Minnesota Class A Commercial driver's license or privilege by date of employment.

Knowledge Requirements

- ◆ A. Knowledge of the procedures, principles, and practices used in the maintenance of streets, alleys, sidewalks, parking meters, sign making and installation, road surface paint application, and parking ramps.
- ◆ B. Knowledge of project planning, implementation, and evaluation principles and practices.
- ◆ C. Knowledge of supervisory and personnel management practices, including labor relations, and skill in using them effectively
- ◆ D. Basic knowledge of budgeting methods, principles and practices.
- ◆ E. Knowledge of applicable labor contracts.
- ◆ F. Knowledge of applicable local, state and federal laws and regulations.

Skill Requirements

- ◆ A. Skill in evaluating and analyzing operations and procedures related to areas of supervision.
- ◆ B. Skill in effectively communicating, both orally and in writing.
- ◆ C. Skill in preparing and presenting accurate and concise written and oral reports.
- ◆ D. Skill in the use of equipment, materials, procedures and practices used in the maintenance of streets, alleys, and sidewalks, parking meters, sign making and installation, road surface paint application, and parking ramps.
- ◆ E. Skill in snow and ice removal.

Ability Requirements

- ◆ A. Ability to set performance standards and goals.
- ◆ B. Ability to interpret and analyze data.
- ◆ C. Ability to establish and maintain effective working relationships with subordinates, supervisors, and the public.
- ◆ D. Ability to read and interpret manuals, catalogs, shop drawings and applicable labor contracts.
- ◆ E. Ability to direct, supervise, and motivate subordinates.

- ◆ F. Ability to delegate work as necessary.
- ◆ G. Ability to exercise good judgment and to accept responsibility for one's decisions and actions.

Physical Requirements: In emergency situations:

- ◆ A. Ability to use hand and power tools and machinery.
- ◆ B. Ability to operate applicable motorized vehicles in a safe, courteous manner, in varying weather conditions, and for long periods in emergencies.
- ◆ C. Ability to occasionally climb, balance, stoop, lift, push and pull.
- ◆ D. Ability to occasionally lift and carry up to 50 pounds.
- ◆ E. Ability to attend work on a regular basis.

- * Essential functions of the position
- ◆ Job requirements necessary on the first day of employment

Anlst: JA	Class: 1516	Union: CDSA	Pay: 1070-1075	CSB: 20081202
CC: 20090309	Res: 09-0148R	EEOC: Skilled Craft	EEOF: St/Highways	WC: 5190